The Automated Budget Request System (ABRS)

FY 2016 User Manual

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Mississippi Legislative Budget Office

The Automated Budget Request System

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Introduction

The Automated Budget Request System (ABRS) program was created to simplify the process of preparing an accurate budget request.

During data entry the ABRS program provides checks and balances, warnings, and explanations. ABRS also prints budget request forms as required by LBO and DFA, and it provides a way to electronically submit your budget request data to LBO via email.

It is our hope that this manual will provide help and answers to questions that you may have in using ABRS. This manual does not cover every screen or function of the system; only screens that may need some special explanation. Several new features have been changed or added for FY 2016, and they are marked in this document with ***New!*** in the column.

Also, this ABRS user manual is not intended to be a substitute for the documented budget instructions available on the LBO ABRS website (found at http://www.Lbo.ms.gov/, clicking on Budget Request System). It is essential that you use those budget instructions as a guide to properly provide essential information and form requirements.

NOTE: The sample screens in this document are for display only and may not display correct amounts and years.

New!

If you need further budget preparation assistance, please contact your budget analyst, or contact Howard Brown at the Legislative Budget Office:

Desk/voice mail: 601-359-1611
hbrown@Lbo.ms.gov
Fax: 601-359-1629
Receptionist: 601-359-1580

If you have technical questions or program errors, please contact the Legislative Budget Office data processing staff at:

Desk/voice mail: 601-359-1575
khaynes@Lbo.ms.gov

Click the button labeled ***About ABRS*** on the main ABRS screen to see this and other contact information.

Getting Started

ABRS will run on any computer that uses Microsoft Windows (not Apple/Mac products) and a laser printer.

Each year the ABRS program must be downloaded from the ABRS page of the LBO web site, http://www.Lbo.ms.gov/, clicking on Budget Request System. If you do not have internet access, contact your budget analyst, and a CD copy can be sent.

Downloading and Installing ABRS

The ABRS install wizard installs the ABRS program and its associated data files to your computer. On the LBO ABRS web site (see URL above), locate and click on the link titled “Download and Install ABRS2016.”

NOTE: - If your web browser asks to either Run or Save this install file, choose the Run option to start the install process.

- If your web browser will only allow you to download the install file, then follow the normal procedures of your browser to download this install file, usually to a Downloads folder. Locate the Downloads folder and double-click on the install file ("abrs2016_install.exe") to start the install process.

- On the **Welcome to the Setup** screen, click the *Next* button.

- On the **Select Destination Location** screen, verify that location is *C:\ABRS2016\,* and click the *Next* button. *(If you need to install ABRS to an alternative location, see the next section – then return here to complete the installation.)*

Continue through the install screens, taking the default selections, and on the last screen click the *Finish* button.

NOTE: *This installation procedure will not replace nor harm any prior year ABRS programs or data.*

The ABRS2016 program is now installed, and if you chose not to launch ABRS during the install procedure, it can be run by either clicking on the Desktop icon created during the install procedure, or by clicking on your Windows *Start* button, *Programs, Automated Budget Request System 2016, ABRS - 2016.*

Installing ABRS to an Alternative Location

You may need to install ABRS to an alternative location on your computer or on your network instead of using the default location of *C:\ABRS2016*\. To do this, on the **Select Destination Location** screen, click on the *Browse* button and then locate the desired alternative location within the list of drives. No matter where you install ABRS, it is recommended that you always use folder name of "ABRS2016", which is the default for the Install procedure. ***Note:*** *Make sure this folder name contains no spaces.*

If you choose an alternative location other than C:\ABRS2016, then the Install program will automatically use that location for the Windows icons on your Desktop and in the Windows Start menu group. The install program will also place the ABRS data folder ("ABRSDBF") and its files in the folder where ABRS is installed. If, after the installation, you move or copy the ABRSDBF folder and files to a different location, the next time you start ABRS, it will ask you to locate that folder (see the ***Setup*** section for more details).

ABRS Data Files and Folders

The installation process automatically creates a sub-folder named "ABRSDBF," in the ABRS program install folder, which contains the data files ABRS needs (the default path is C:\ABRS2016\ABRSDBF\). Before you run ABRS for the first time, it is strongly advised that you create a copy of this folder and its files for backup purposes. This will allow you to get back to your blank data files in the event of any type of computer or program problem.

Using ABRS to create multiple Budget Requests

If you will be using ABRS to create multiple budget requests, you can install multiple copies of the ABRS program, or you can create separate data folders for each different budget you will be completing. Make as many copies as are needed of the folder named "ABRSDBF" and all the files it contains. Rename each folder with a unique name that will help you distinguish each budget from the others. For example, if you know the LBO file number for each different budget, you can use that as a folder name, e.g. "123-00".

See the ABRS **Setup** instructions to show you how to change data folders to work with your different budget requests.

Special Attention Notes

ABRS is written with Microsoft Visual FoxPro database software. ***PLEASE DO NOT use any version of Microsoft Visual FoxPro or any other database programming software to edit any database files that reside in the ABRSDBF folder – this will likely corrupt the data tables and make them unusable to ABRS.***

State Support Special Funds
All agencies with state support special funds are asked to identify those items on the appropriate line in the "State Support Special Funds" section of the ABRS Fund Details screen (MBR-1-02 Form). The state support special fund names and descriptions cannot be edited or removed. ***NOTE: DO NOT include these funds in the "Other Special Funds" category.*** Each state support special fund will be listed on the Major Object Fund Sources screens as sources of expendable funds. On the Program Budgets screens enter the total of the state support special funds for each program budget.

LBO File Numbers
Use the ***Setup*** screen to provide budget number the assigned by Legislative Budget Office. A list of LBO file numbers is provided on the LBO budget form web site.

Submitting your Budget Request to LBO
You will send your completed ABRS budget request data to the Legislative Budget Office via email as an attachment. See the ***Prepare Zip File for LBO*** section of this manual for full details.

Additionally, sixteen (16) copies of the printed budget forms should be hand-mailed or delivered to LBO when you email your budget zip file. **Make sure that you select the "Final Print" option on the Print screen when you print the final version of your budget. Your printed budget (and all the copies) will not be dated and CANNOT be accepted if the "Draft" watermark is printed on the forms.**

Importing contractual fees expenses, vehicle inventory, and other items
If you have a large number of contractual fee expense items that are stored in SPAHRS/SAAS, or another outside accounting tracking program, and if you can export those expense items from that source to a Microsoft Excel spreadsheet, you can import those items into ABRS on the Contractual Fees Expenses screen.

You can do the same for out of state travel and vehicle inventory items. See their respective major object sections of this document.

Your suggestions to improve ABRS are welcomed and appreciated.

ABRS Basics

Help -- On just about any screen in ABRS, press the **F10** keyboard key to display instructions and definitions for that particular screen.

In the bottom left portion of many screens the MBR form name that corresponds with that particular screen is displayed in blue text. The Budget Instructions document (a PDF document that is available on the LBO ABRS website) also contains the sequence of ABRS buttons to help you navigate to the ABRS screens that provide data for the different MBR forms.

Networks -- ABRS will run on a computer network, so that multiple users may use a single version of ABRS to work on different budgets. However, only one computer/person at a time can access a single budget – two users cannot work on the same budget at the same time.

Screens -- There is no set rule for the order of screens in preparing your budget. However, a budget is not complete if the totals for the major object, program budgets and funding detail do not match. The **Validation** and **Fund Balances** screens will flag expenditure versus funding imbalances to help you balance your budget request.

Saving -- There are no *Save* buttons on any screens; data is automatically saved when you scroll up and down the data tables on each screen and when you exit the screens.

Grids -- For screens that contain data tables for data entry, subtotals and totals are automatically calculated and re-displayed as you enter data and move out of the cell.

Cut & Paste -- Since ABRS is a Microsoft Windows based program, narratives may be written in a word processor and copied to the appropriate ABRS narrative screen. In your word processor, highlight the desired text and press Ctrl+C on the keyboard. Then switch to the ABRS program, click the cursor into the desired narrative window, press Ctrl+V on the keyboard and the text will be pasted in. The narrative text windows in ABRS will allow you to enter blank lines and tabs, but they will not allow any text formatting such as underline, bold, italics, etc.

External Forms -- Narrative text can be printed from a word processor and manually inserted into your printed Budget – please try to use a similar page setup and font as the original ABRS printed form. The out-of-state travel items and the vehicle inventory list may also be produced outside of ABRS and inserted in the correct location in the printed packet, or they may be imported from Excel spreadsheet files.

Go To Buttons – At the top of each major screen is a line of buttons with labels. These buttons will quickly take you to that particular screen.

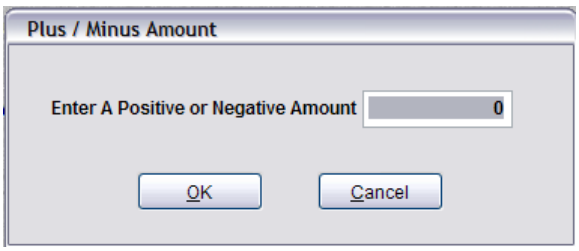
The ABRS Main Screen – This is the main screen and menu for ABRS.

The title bar lists the ABRS version number. Your agency name, LBO budget number and the ABRS data path are listed in the gray area below the main menu buttons.

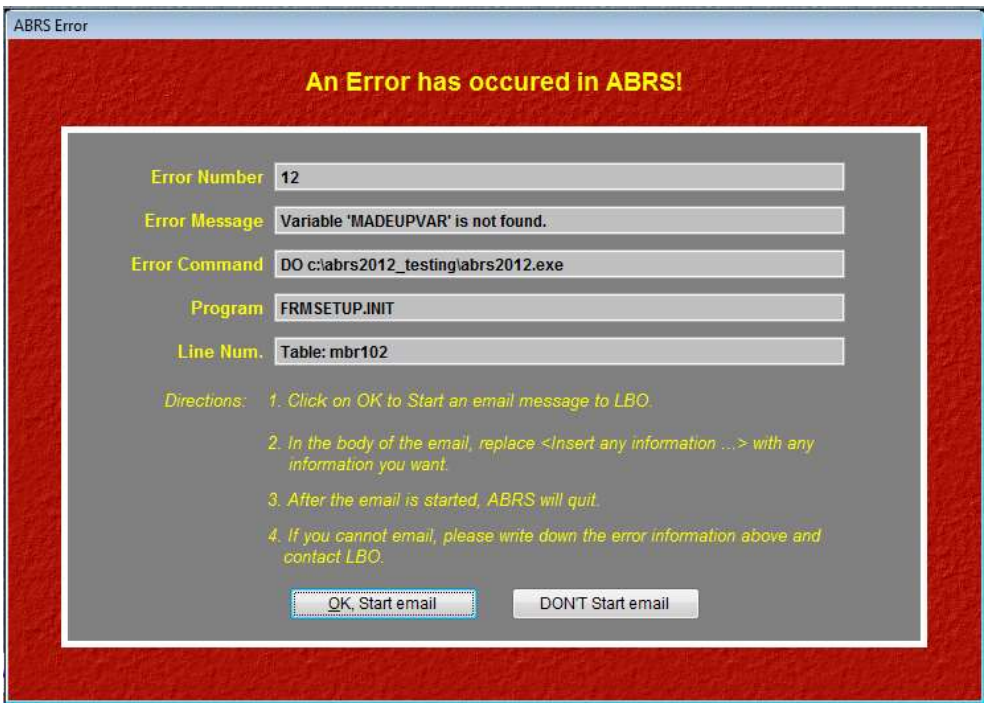
Update ABRS – If the ABRS program needs to be updated by LBO, you will receive an email saying a new version is available. Click this button and follow the on-screen directions to get the latest version of ABRS.

About ABRS – Click this button to see ABRS/LBO contact information.

Plus/Minus Window (F11 Key) – This function helps you add or subtract any amount to/from the current numeric field being edited. When the cursor is in a numeric field, press the *F11* key to display the Plus / Minus Amount window. Enter a positive or negative number and click the *OK* button and the current field amount will be adjusted by that amount.



ABRS Errors – If a program error occurs, you will see the window below.



If this window displays, ABRS has encountered an unrecoverable programming error. More than likely this is not your fault, but an error in the ABRS program.

Click the *OK* button, and if you have email capabilities, ABRS will start an email message which is addressed to the LBO data processing staff. It will automatically insert into the body of the email the information listed on the error screen (error number, messages, etc) so that the LBO technical staff can locate and fix the error.

NOTE: If you get an error in a section of the program that you use regularly and have had no error before, you can try canceling the email and starting ABRS again, trying the same actions you were doing that lead to the error. If you get the same error again, then something is wrong and you should send the email to LBO so it can be fixed.

You can add any information you wish to the body of the email by simply replacing the last portion of the email body text that says "*<Insert any information you want to add here>*" with any text you want.

You will have to actually send the email by clicking your email send button.

ABRS will quit once you click the *OK* button that starts the email, and you will have to start ABRS again.

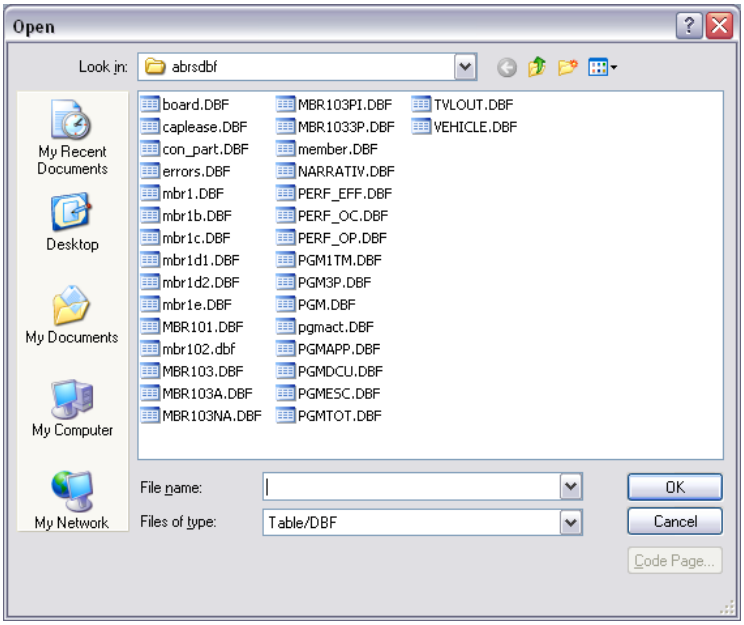
IF you do not have email capabilities, please write down all the information listed on this error screen and then call the LBO technical staff with this information at 601-359-1575. Please call this number only if you do not have email capabilities.

Setup

Click the *Setup* button on the ABRS main screen to change the path to the data files, to enter agency information, to specify a Board or Commission, etc.

To work with a different budget, you must locate the ABRS data files for that budget. Click the button labeled *Change Path to ABRS Data Files*.

In the *Open* window, click on the down arrow at the end of the *Look in* drop down list. Find the desired path, and double-click the name of the folder that contains the ABRS data files you want to use. The folder must contain a file named "MBR1.DBF" (not case sensitive). Click any one of the Table/DBF files, and click *OK* to use the data files in this folder.



Agency Name & Information – click this button to enter your agency name, LBO file number (see the list published on the LBO ABRS website), agency address, and other agency information that must accompany your budget request submission. Please indicate with a check if you are on contract to prepare this budget as the Budget Officer.

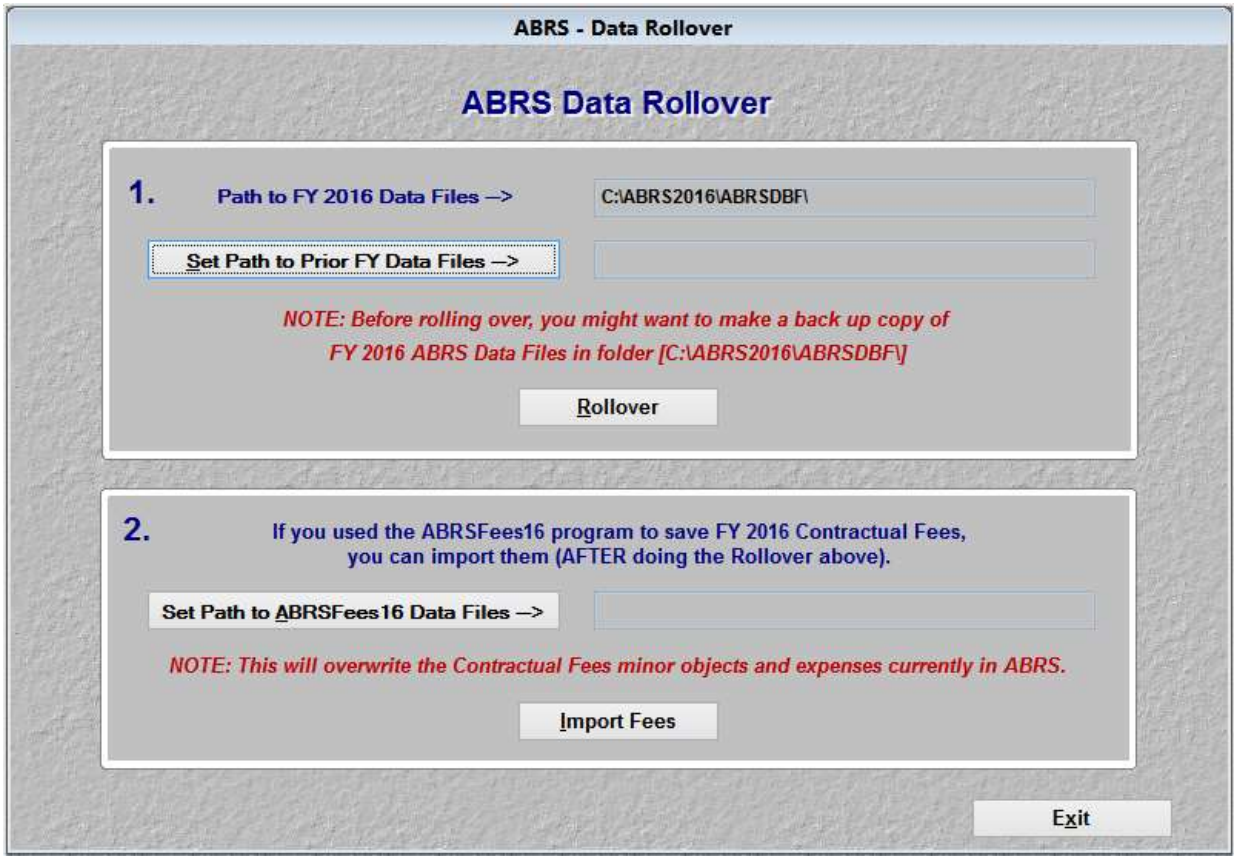
NOTE: The *Date Budget Filed* field will be filled in by ABRS when you print your budget using the "Final Print" option (see ***Printing***). You cannot enter a date manually.

New!

Board/Commission – click this button to enter information about a governing board or commission related to your agency. (**Note:** This does not include advisory boards.)

Click the *Board Members* button to add or delete members for the governing board. Also enter text in fields *A. Explain the rate*…, *B. Estimated* …, and *C. Identify*….

Rollover Previous FY – this screen will import certain ABRS data from a previous fiscal year into the current fiscal year budget. If your agency submitted a budget via ABRS last year you will most likely want to do this procedure. This process **does not** import dollar amounts, decision units, totals or program narratives. It **does** import all major object line items with descriptions, the vehicle inventory (without mileages), all program budget items and names, and funding source names and descriptions, including any line items unique to your agency that you added to ABRS the previous year.



NOTE: To import data from a prior FY budget, you must have access to the ABRS data folder (typically "\ABRSDBF\") for that prior year stored on your computer or network.

Important: It is highly recommended that before you perform the rollover, you first make a copy, for safety, of the current ABRS data folder and its files, which is the folder displayed in the box labeled *Path To FY 2016 Data Files*.

Click on the button labeled *Set Path To Prior FY Data Files* and locate the folder on your computer or network that contains the prior FY ABRS data files (the folder will contain a file called “MBR1.DBF”). Click once on any file in that folder and then click the *OK* or *Open* button to select that folder. Then click the *Rollover* button on the ABRS screen and confirm the rollover. You will be notified when the rollover has completed.

Import ABRSFees Contractual Fees Items – use the Rollover step 2 if you entered contractual fees items into the *ABRSFees16* program. Click the button labeled *Set Path to ABRSFees16 Data Files* and locate the folder on your computer or network that contains the ABRSFees16 data folder (by default, it is named “\FeesDBF”. Click once on any file in that folder and then click *OK* or *Open* to select that folder. Then click the *Import Fees* button on the ABRS screen and confirm the rollover. You will be notified when the import has completed.

Consolidate Budgets – if you work with consolidated budgets, and need to consolidate multiple "child" budgets into a "parent" budget, please see the **Consolidating Budgets** section toward the end of this document.

Re-Index Data Files – ABRS uses index files to sort data in different orders. If you are getting errors about indexes not matching data, then you can use this button to re-index the data files. You can also do this periodically to prevent indexing problems.

Major Objects

This Major Objects screen is read only and shows the accumulated totals from all the data entered into each major object screen. Click the button associated with each major object (*Salary, Travel,* etc.) to enter and edit data for that major object. When the *Exit* button is clicked in each major object screen, the totals are saved and displayed on this screen.

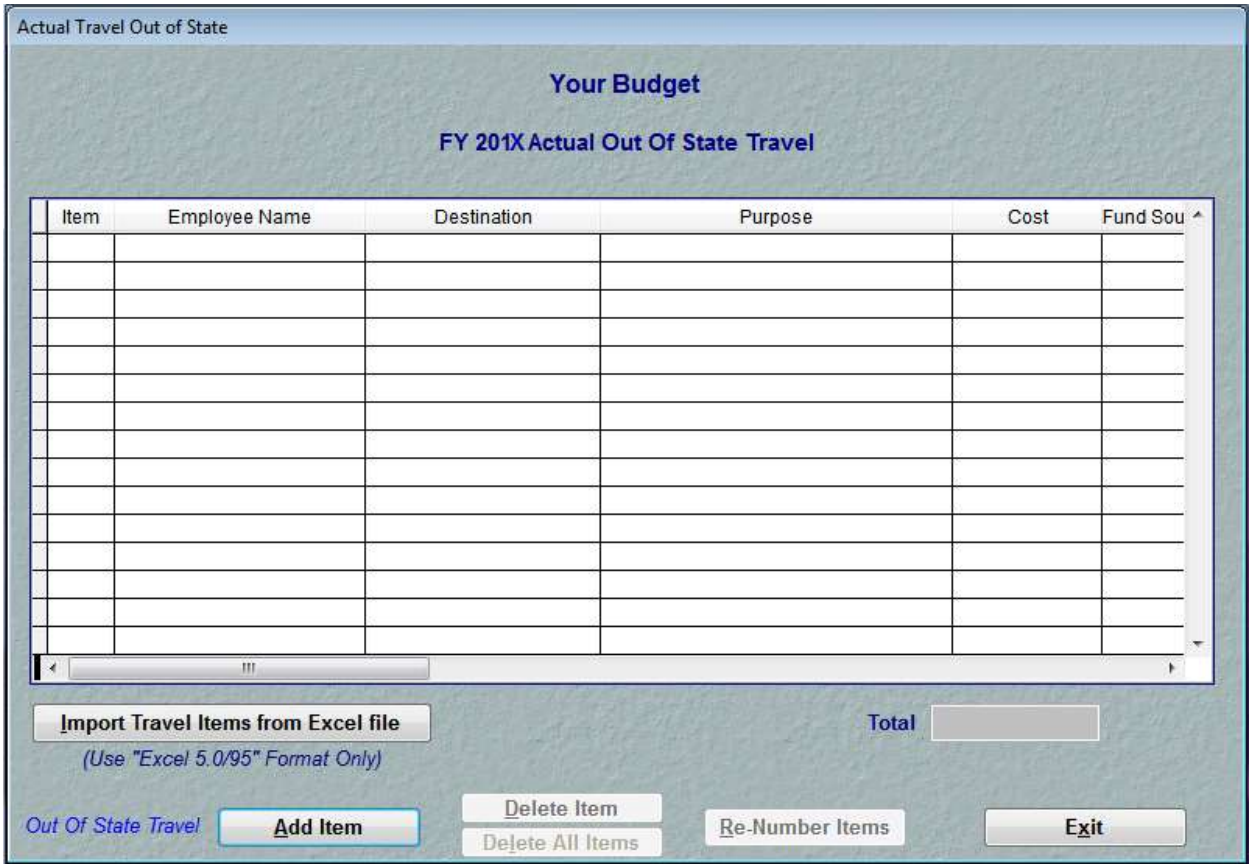
Click the *Funding Sources* button to see the totals for all the major objects and funds. On each of the specific major object screens click the button labeled *Funding Source* to enter the source of funds (General, State Support Special, Federal, Other Special) for each major object. The fund totals must match the expenditure totals, and ABRS will let you know if these fund totals do not equal each other

Click the *Narrative* button to enter the explanation for your agency budget request.

Most major object screens have common, preset expenditure codes. There is no restriction to the number of expenditure codes that may be added or deleted. Minor objects can be sorted by changing the item number in the first column.

Salary – Enter salary figures and click *Personnel Date (Positions)* to specify personnel positions. ABRS does not calculate the Average Annual Vacancy Rate (see budget instructions).

Travel – Enter travel amount, including itemized Out-of-State travel information.



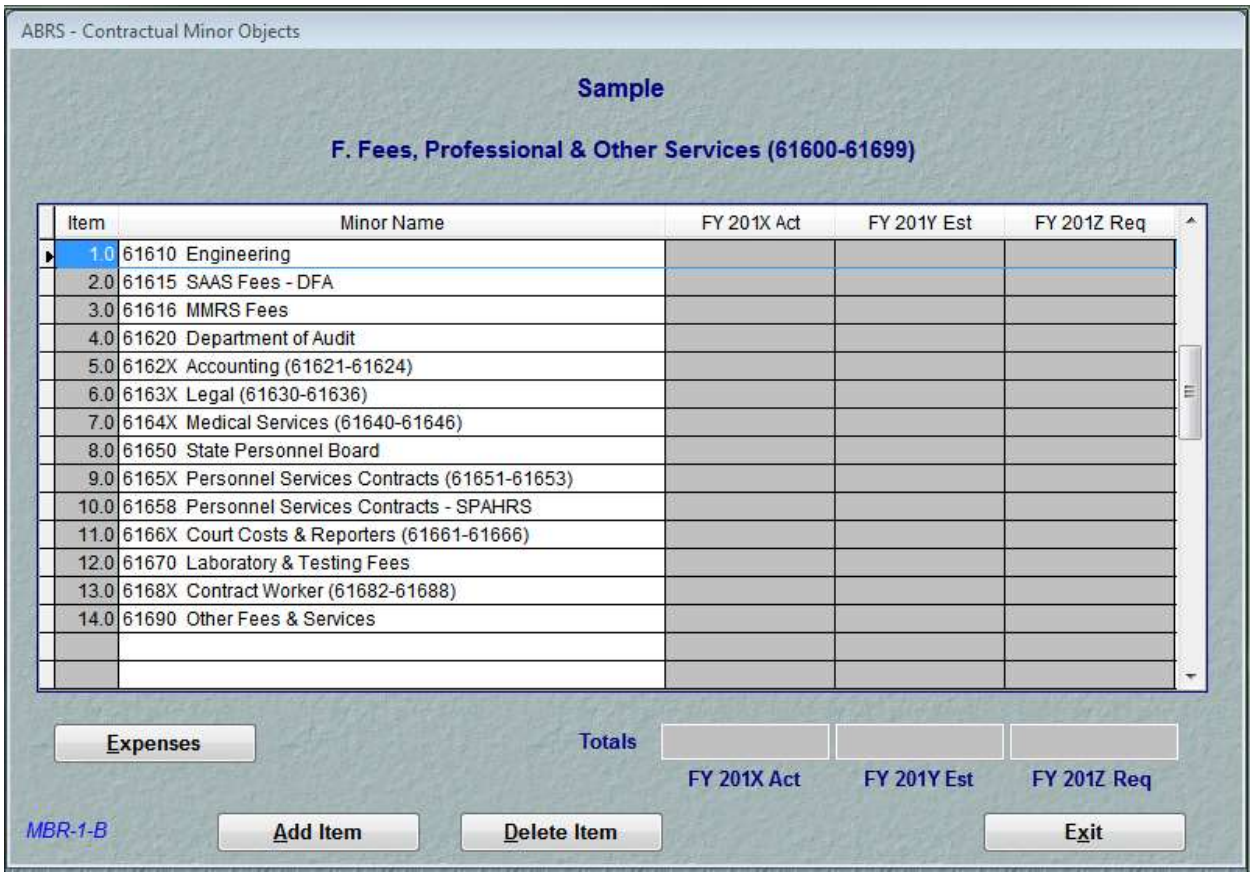
Importing Travel Items – If you have a large number of Actual year out-of-state expense items to enter into ABRS, you can import them into ABRS from a Microsoft Excel spreadsheet. (If you store this data in some format other than Microsoft Excel, you must export that data to an Excel table to import it into ABRS.) Of course, you are not required to import data; you can manually enter individual out-of-state items using the *Add Item* button.

Click the *Import Travel Items from…* button to locate the Excel spreadsheet that contains the out-of-state travel expense items.

The travel items must be in an Excel spreadsheet ("**Excel 5.0/95" format is required**) that is organized in the following columns, and in this order: *employee name* (30 chars. max.), *destination* (45 chars. max.), *purpose* (45 chars. max.), *Actual year cost* (11 digits max., no commas), and *fund source* (45 chars. max.). If the columns in the Excel spreadsheet do not match this order, data will be imported into ABRS in the wrong column, and you will have to delete the imported items. Any data that is longer than the above listed column widths will be truncated and not imported.

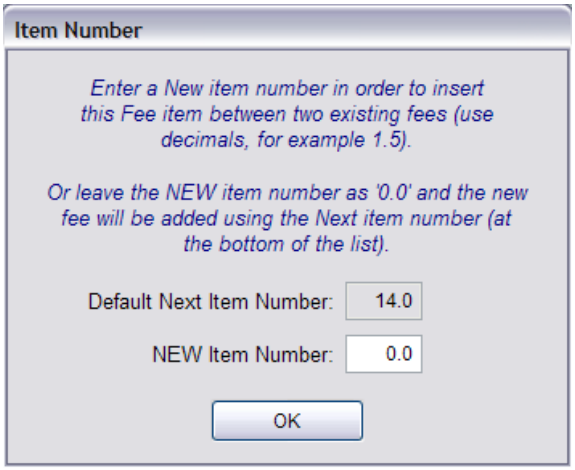
If an error occurs during the import, you can use the *Delete All Items* button to remove all the travel items and try the import again.

Contractual – To enter information for F. Fees click the appropriate expenditure code row and then click the *Expenses* button. On that screen, enter information for all three fiscal years. Specify the *Service Provided,* the *Compensation Rate,* and if the contracted individual is a retired state government employee with PERS, enter a 'Y' in the column labeled *Ret'd PERS*. To include a new fiscal year request, add a line and enter data for only the requested year.



Click the *Add Item* button to add a new fees category. You will have the option to specify the item number for the new fee item.

If you enter an item number in the field labeled *NEW Item Number*, ABRS will use that number and insert the new item into the list of fees at that location. If you prefer to add the new item to the bottom of the list, leave that field value at "0.0" (zero) and ABRS will use the number displayed in the field labeled *Default Next Item Number.*



NOTE: If you enter a new item number, specify a decimal value for the new item (for example "14.5") in order to prevent two items from having the same item number.

Importing Contractual Fees Expense Items

If you have a large number of contractual fee expense items to enter into ABRS, and if those expense items have already been entered into another accounting-type system that can export data to Microsoft Excel spreadsheets, then you can import them into ABRS.

Click the *Import Items from Excel File* button to locate the Excel spreadsheet for the currently displayed contractual fees minor object.

The expense items must be gathered into separate Excel spreadsheets (**"Excel 5.0/95" format is required**) for each contractual minor object needed. The Excel spreadsheet ***must*** be organized in the following columns, and in this order: *expense item name* (45 chars. max.), *service provided* (40 chars. max.), *Actual year amount* (11 digits max., no commas), *Estimated year amount* (11 digits max., no commas), *Requested year amount* (11 digits max., no commas), *fund* (10 chars. max.), and *compensation rate* (25 chars. max.). If the columns in the Excel spreadsheet do not match this order, the imported data will appear in the wrong column. Use the *Delete Item* or *Delete All Items* buttons to remove any/all incorrect data. Data that is longer than the above listed column widths will be truncated. After you have imported the expenses, enter a 'Y' in the *Ret'd PERS* column for any person who is a retired state government employee.

Repeat this process for each contractual fee minor object for which you need to import data.

Commodities – Enter commodities expenditures for the different categories provided.

Capital Other Than Equipment – Enter non-equipment capital purchases for the different categories provided.

Capital Equipment – For each entry, add “(N)” or “(R)” to the end of the item name to indicate whether each item is New or Replacement equipment. Enter the number of items and the total cost of those items. For the requested year, enter the number of items and the cost per item; ABRS will automatically calculate the total expenditure after entering the cost per item.

Go to the **E. Equipment Lease Purchase** screen to show all leases that currently have or will have a payment split between the expenditure categories of Capital Equipment (principle) and Subsidies, Loans and Grants (interest) for any of the three fiscal years. The interest amount will automatically be moved to the **Subsidies** screen on the D. Debt Service line, under the item name “65040 Interest on Lease Purchase.”

For leases, specify the name of the vendor and a brief description of the leased item; the start date of the lease; the total number of months of the lease; the number of months remaining on the lease as of June 30 of the Actual fiscal year; the date that the last payment is to be made; the interest rate and principal payment of the lease; for each fiscal year, ABRS will automatically calculate the gray Cost columns when you move out of the interest column.

Vehicles – Enter requests regarding *A. Passenger/Work Vehicles* or *B. Betterments or Accessories* of vehicles. To request an item for *A. Passenger/Work Vehicles*, select from the new list of vehicle categories, then enter the *# In Inventory*, the number purchased in each of the three FY years, and the total cost for Actual and Estimated FYs. Click the *Veh. Req. Details* button to specify details for vehicles being requested for each vehicle Minor Name category. These details include the vehicle *Type* ('P'assenger, or 'W'ork), *Vehicle Year* and *Model*, the *Person(s)* to whom the vehicle is *Assigned* (use "Pool" if applicable, and use the *Vehicle Pool List* button, explained below), the *FY Req* cost of the vehicle(s), and details about the *Purpose/Use* of the vehicle (press *F10* to see a list of suggested purposes/uses). Please indicate if this vehicle 'R'eplaces a current vehicle or is a 'N'ew addition to the vehicle inventory.

Vehicle Inventory – Use this button to list details about each vehicle that your agency owns. Specify the vehicle *Type* (‘P’assenger or ‘W’ork), *Description, Name* and *Year,* the name of the person(s) assigned to each vehicle (use "Pool" if applicable, and use the *Vehicle Pool List* button, explained below), the *Purpose*, *Tag, Mileage,* and annual *Avg. Miles*. Indicate with a 'Y' if the vehicle will be replaced in the next 1 or 2 years.

Vehicle Pool List – Use this *optional* button to list the vehicle pool(s) and individuals assigned to the pool(s). This screen is a narrative-type screen, with no formatting requirements. The vehicle pool list will print exactly how the data is entered. (***Note:*** If in the past you have created a list using MS Word, etc., you may continue doing so.)

Importing Vehicle Inventory Items – If you have a large vehicle inventory, and you do not want to enter each vehicle manually with the *Add Item* button, you can import the details into ABRS from a Microsoft Excel spreadsheet. Click the *Import Vehicle Inventory from…* button to locate the Excel spreadsheet that contains the vehicle inventory items.

The vehicle inventory items must be in an Excel spreadsheet (**"Excel 5.0/95" format is required**) that is organized in the following columns, and in this order: *vehicle type* ('*P*'assenger/'*W*'ork only), *description* (15 chars. max.), *model name* (15 chars. max.), *model year* (4 chars.), *person assigned to* (50 chars. Max), *purpose/use* (35 chars. max.), *tag number* (10 chars. max.), *mileage* (6 digits max., no commas), *avg. miles per year* (6 digits max., no commas), *replace in Est. FY?* ('Y' if yes), *replace in Req. FY?* ('Y' is yes). If the columns in the Excel spreadsheet do not match this order, the imported data will appear in the wrong column. Use the *Delete Item* or *Delete All Items* buttons to remove any/all incorrect data. Data that is longer than the above listed column widths will be truncated and not imported.

If an error occurs during the import, you can use the *Delete All Items* button to remove all the inventory items and try the import again.

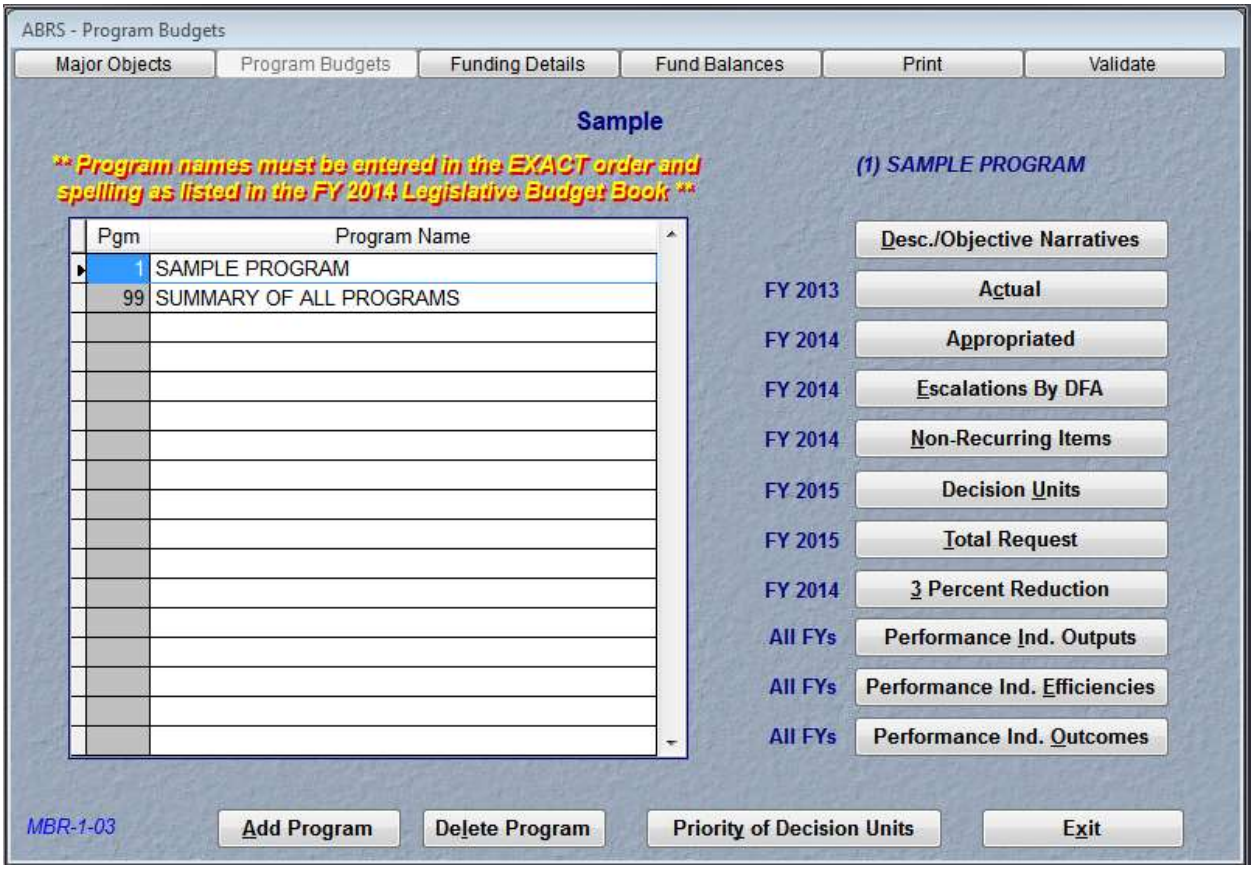
Wireless Communication Devices – Wireless communication devices are to be specified in three categories: *A. Cell Phones, B. Pagers,* and *C. Wireless PDAs* (such as Blackberry, etc.). Select one of the categories to enter specific details.

For each category type, enter the current number of those devices *In Inventory,* and the number and cost of those devices purchased in each of the three FY years.

NOTE: For **ALL** major objects use the *Fund Source* button to specify the source of funds.

Program Budgets

If you did not use the Roll Over function to bring in your program budgets from you prior year budget, begin by adding the program names in the exact order and spelling as specified by DFA and listed in the prior year's Legislative Budget Report book. Once the program names are entered, ABRS does not allow the order of the programs to switch by changing the number. The only way to change the order of entered programs is to delete programs that are below the incorrect program and re-add the programs.



To enter program budgeting information, scroll down to or click on the desired program name in the list, then click on the desired button on the right.

Use the *Add Program* and *Delete Program* buttons to add and or delete program budges as needed. Be sure to enter only program budgets approved by DFA and LBO.

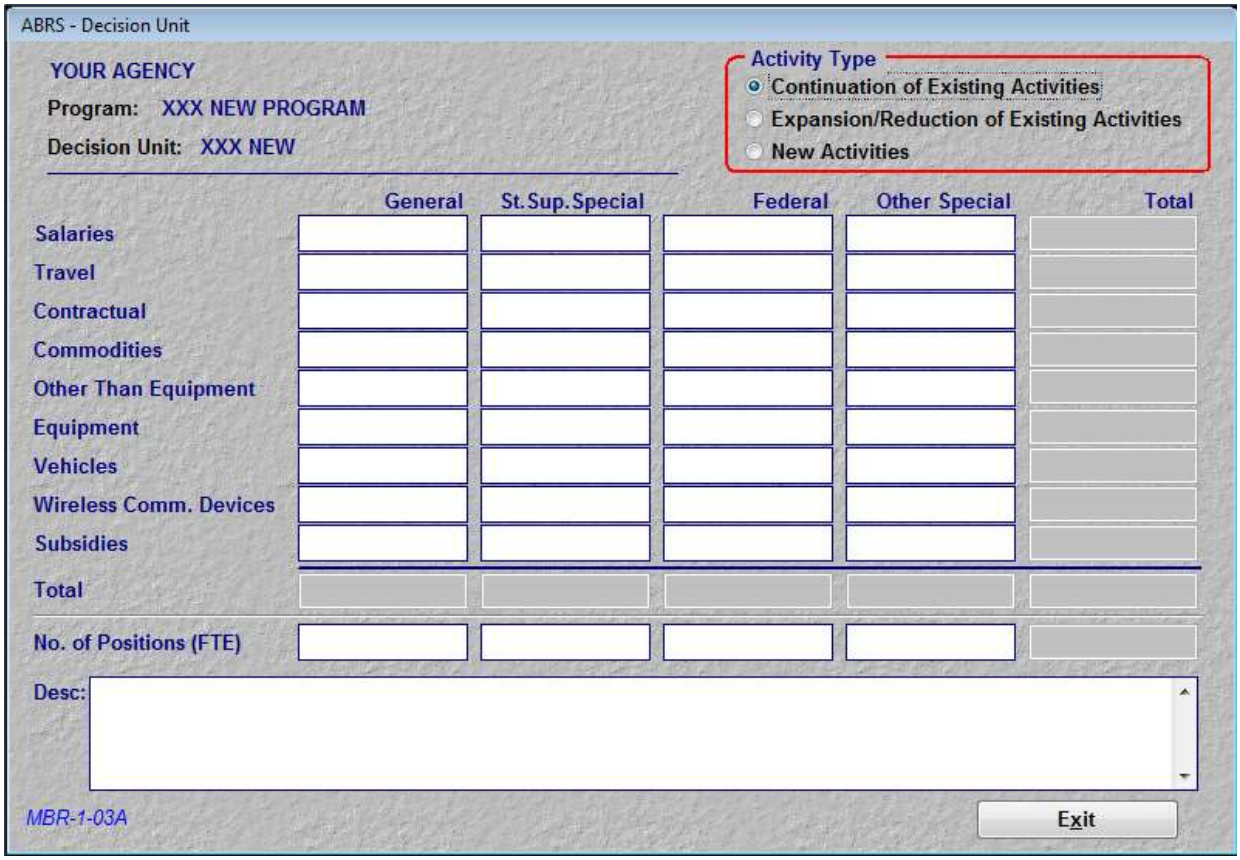
Desc./Objective Narratives – Provide a text description and objective of each program budget.

Decision Units – When you click this button, use the **Pick Decision Unit** screen to enter decision units that are needed for each program.

If you need help, read the budget instructions to understand what a decision unit is and the type of information that is being requested. Decision unit numbers are added to the *Appropriations* amounts (along with other amounts) to make up your Total Request.

Add or select an existing decision unit from the list of decision units, and click on *Details* to enter numbers and descriptions for the particular decision unit.

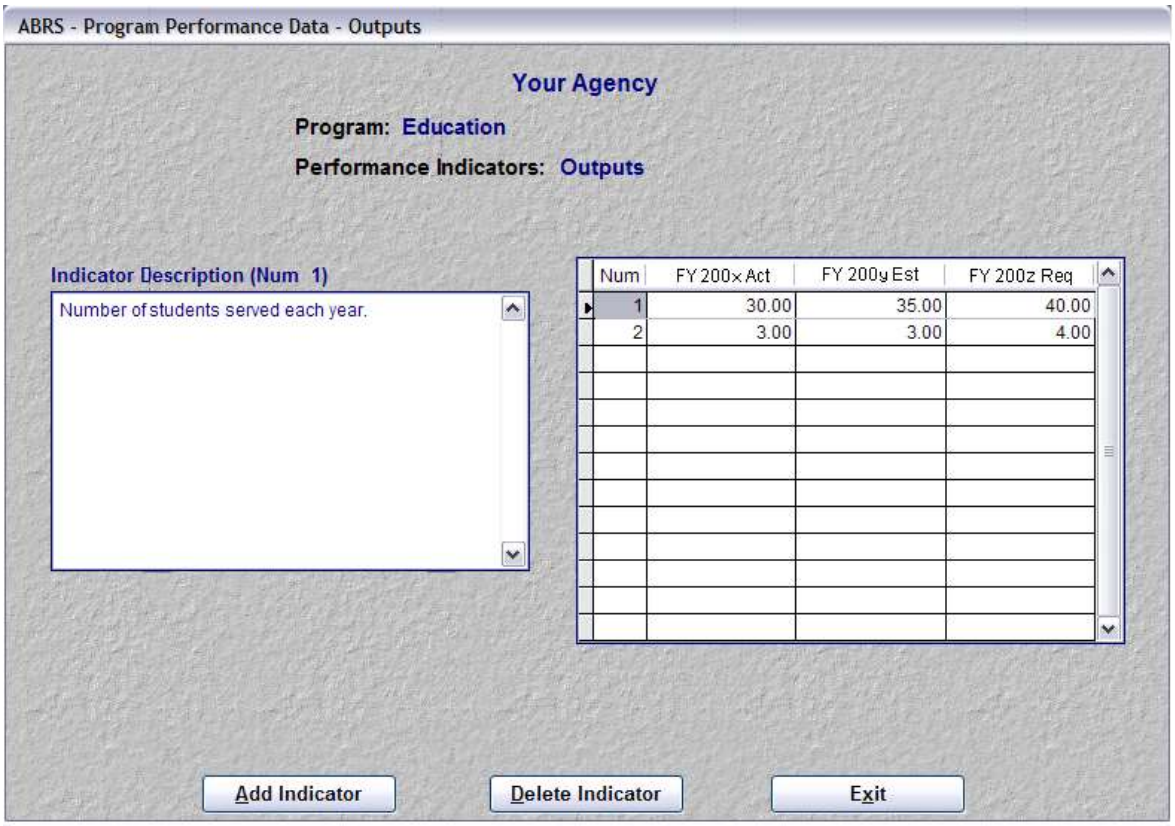
For each decision unit, specify an *Activity Type* in the red bordered box, and enter the dollar amounts for each major object. Enter positions associated with this decision unit, and enter a description of the decision unit.



Total Request – This button displays a read-only screen that shows the accumulated total of the **Appropriated**, **Escalations By DFA**, **Non-Recurring Items** and **Decision Units** screens.

Note: *Any time you change data in the* Appropriated, Escalations By DFA, Non-Recurring Items *and* Decision Units *screens, you need to click the* Total Request *button to recalculate the correct total request amount.*

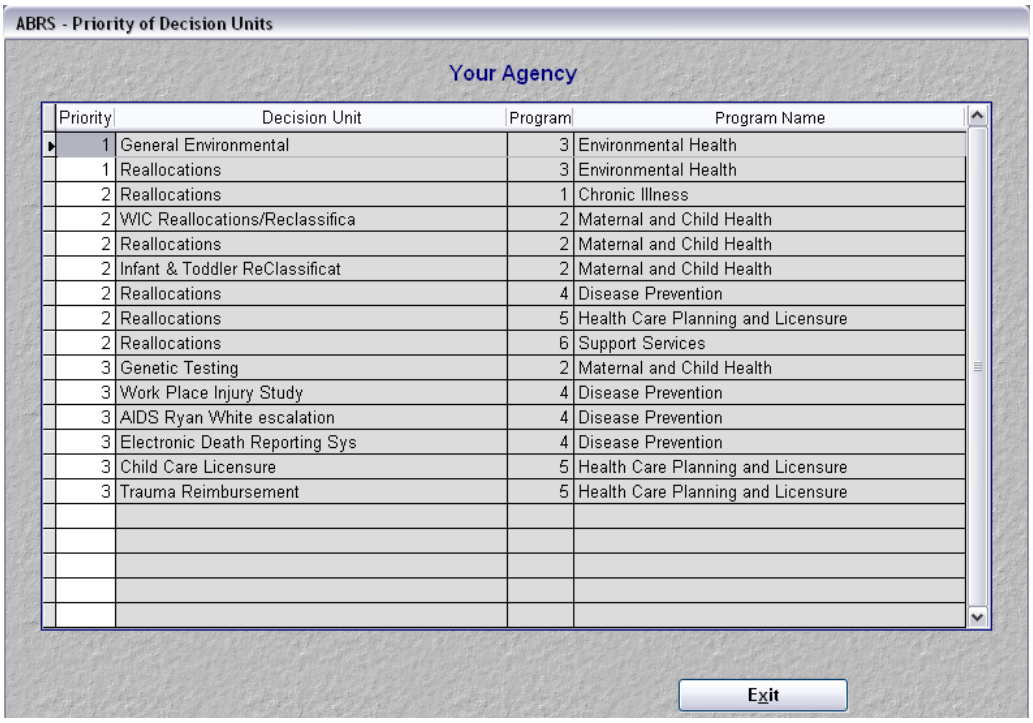
Performance Indicators (Measures) – Three screens are provided for the entry of Performance Indicator outputs, efficiencies, and outcomes, if you track program budget performance indicators. On the main **Program Budgets** screen, click the button for the type of indicator you want to specify – all three screens act the same, and only differentiate in the indicator type.



As you move up and down the list of indicators in the grid on the right, the *Indicator Description* field on the left will display the number and description of the highlighted indicator.

Click on *Add Indicator* to add a new indicator, and enter the measurement numbers for the indicator. Click into the *Indicator Description* field to provide a name and description of indicator; you will not be allowed to move up and down the list if you leave the description field blank.

Priority of Decision Units – Once all decision units have been entered, you can specify the priority of the decision units. When you click the *Priority of Decision Units* button on the main **Program Budgets** screen, this window will show a list of all decision units and the *Name* of each associated program budget.

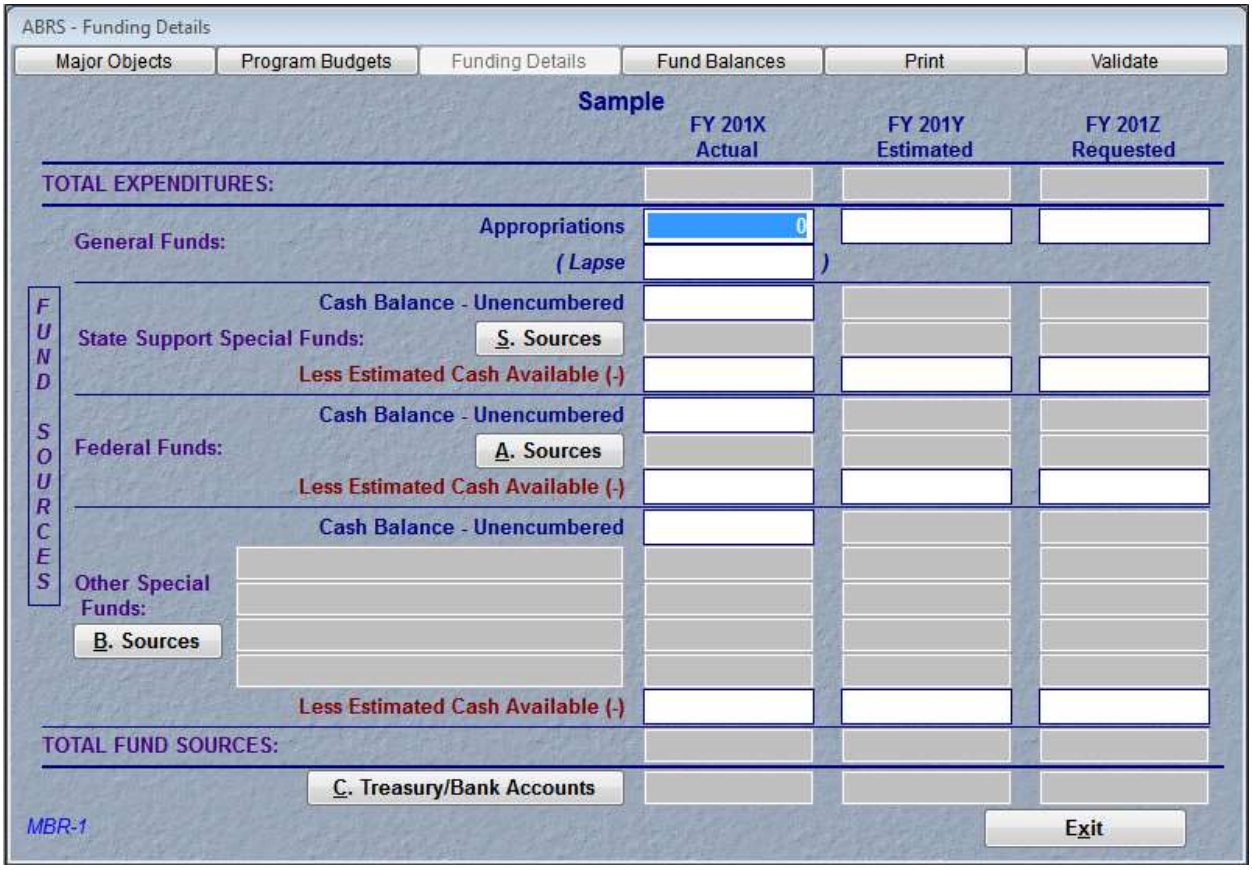


Enter a number in the *Priority* column that represents the importance of that decision unit in relation to other decision units, based on budget instruction documents. You may use the same priority level multiple times, which will group decision units together at that level, according to program budget number.

Every time you change a priority number and move the cursor up or down, the screen will automatically resort all decision units using the new priority numbers.

Funding Details

Use the **Funding Details** screen to show the sources of funding for expenditures. There are four sources of funding: *General Funds*, *State Support Special Funds, Federal Funds*, and *Other Special Funds*.



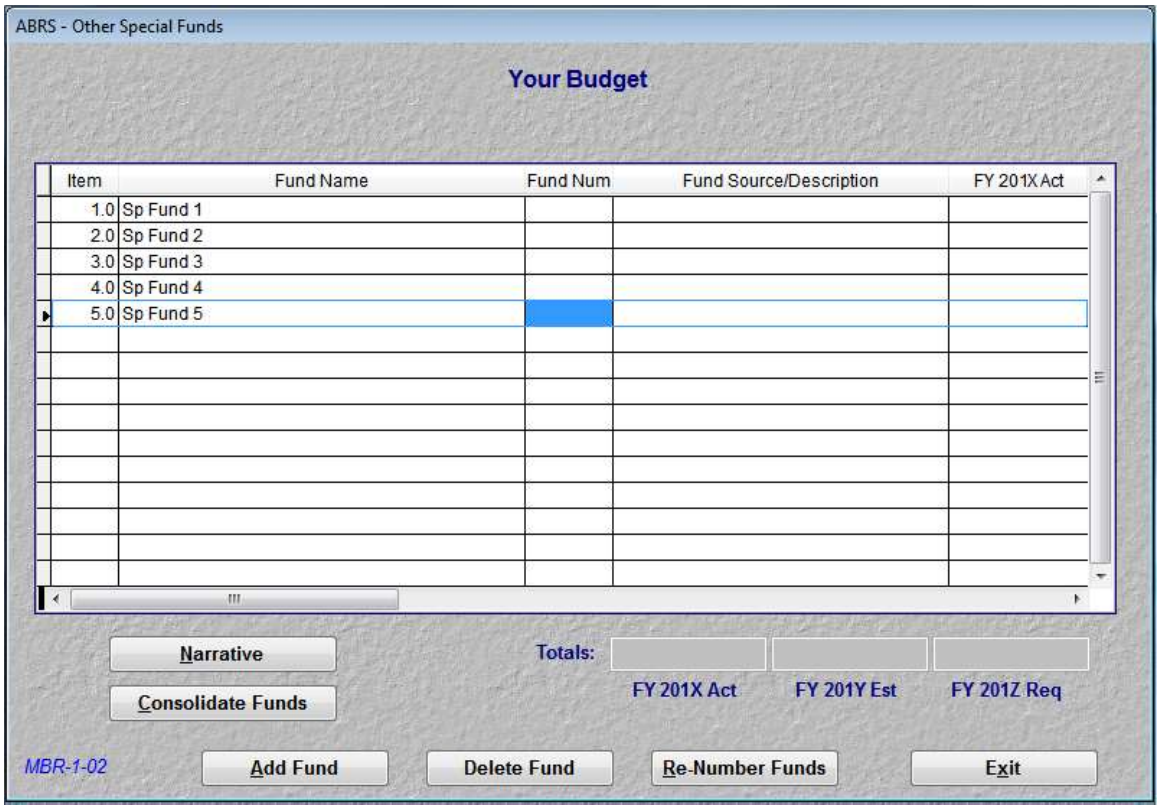
All *Less Estimated Cash Available* fields are treated as negative numbers because they reduce the amount of funding needed. Each of these ending cash fields will automatically carry over as the beginning *Cash Balance* for the following fiscal year.

NOTE: The general fund lapse amount is NOT added into *Total Funds Sources*.

State Support Special Fund names are pre-loaded into ABRS each year and the names cannot be changed. Click on *S. Sources* to enter the amounts used from any of these sources. ***NOTE: Do not duplicate these funds in the* B. Sources *screen.***

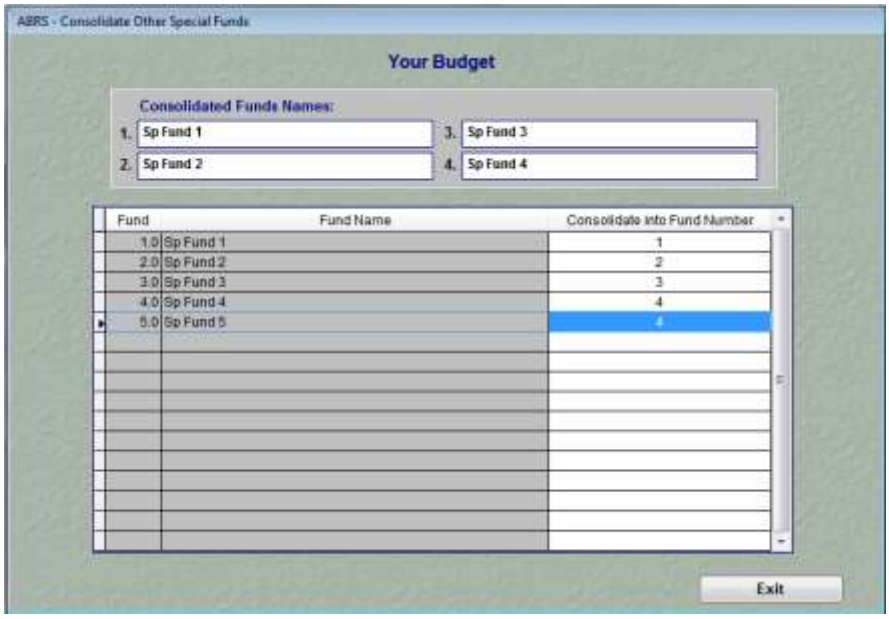
To provide a complete list of Federal funds, click on *A. Sources*, and click on *C. Treasury/Bank Account* to report any State treasury and bank accounts used.

To provide a complete list of Other Special funds, click on *B. Sources*.



Click on *Narrative* to enter a description of each type of fund sources.

If you have more than four (4) of these fund sources, you must consolidate them into 4 or fewer sources. Click the *Consolidate Funds* button to do this.

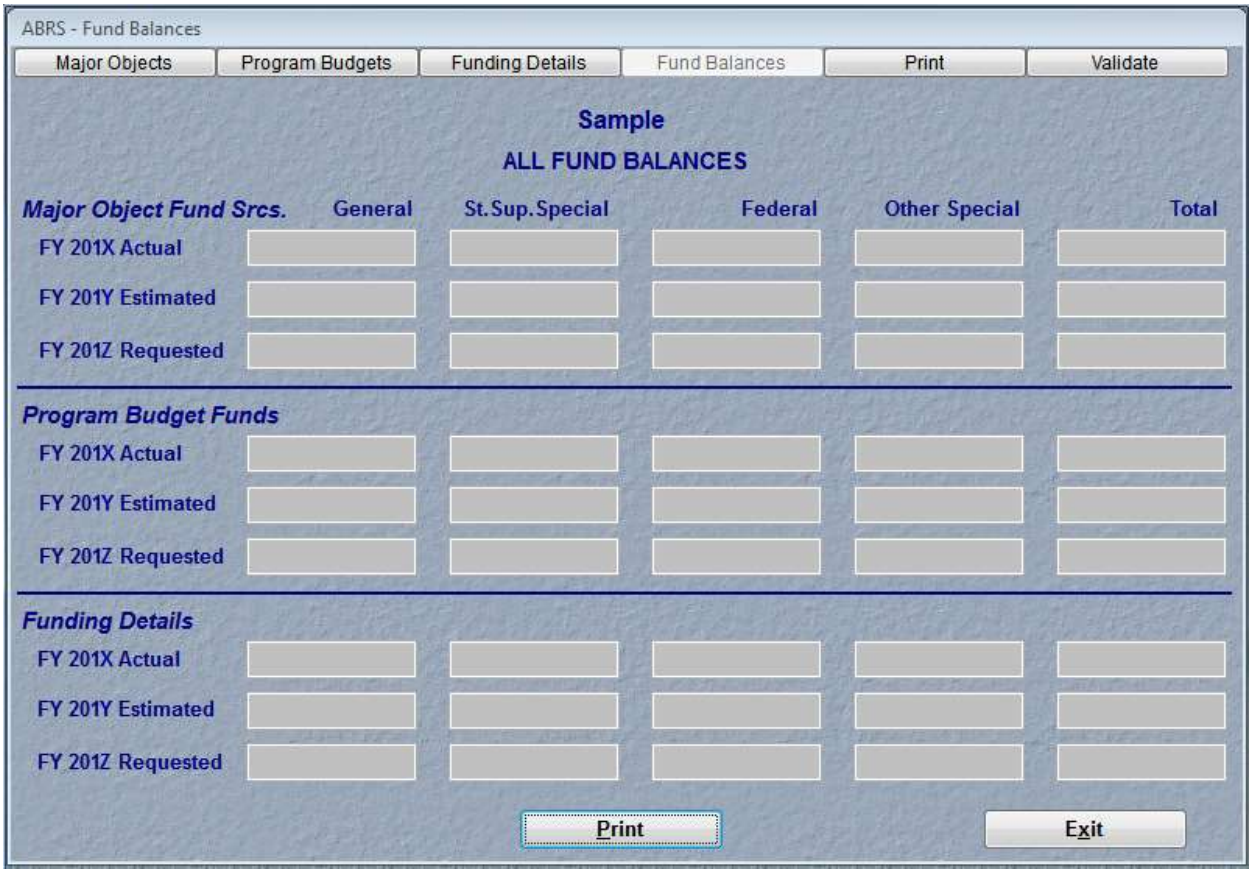


Consolidate Other Special Funds – The MBR1 form can only display four (4) funds, so this screen helps you consolidate more than four funds into four or fewer funds. This does not remove the individual funds, but consolidates them for display on the MBR1 form.

Enter up to four fund names, and in the fund listing grid, assign a number 1-4 in the *Consolidate into Fund Number* column, corresponding to the 1-4 consolidated funds you've named. When you exit this screen, ABRS will consolidate your funds into these 1-4 "virtual" funds and use these fund names and totals on your front MBR1 form.

Fund Balances

This screen displays the total *Major Object Funds*, *Program Budget Funds* and *Funding Details*. ABRS will help ensure that all the funds balance with each other. Validation and submission of your budget to LBO will not be allowed if these funds are not balanced.

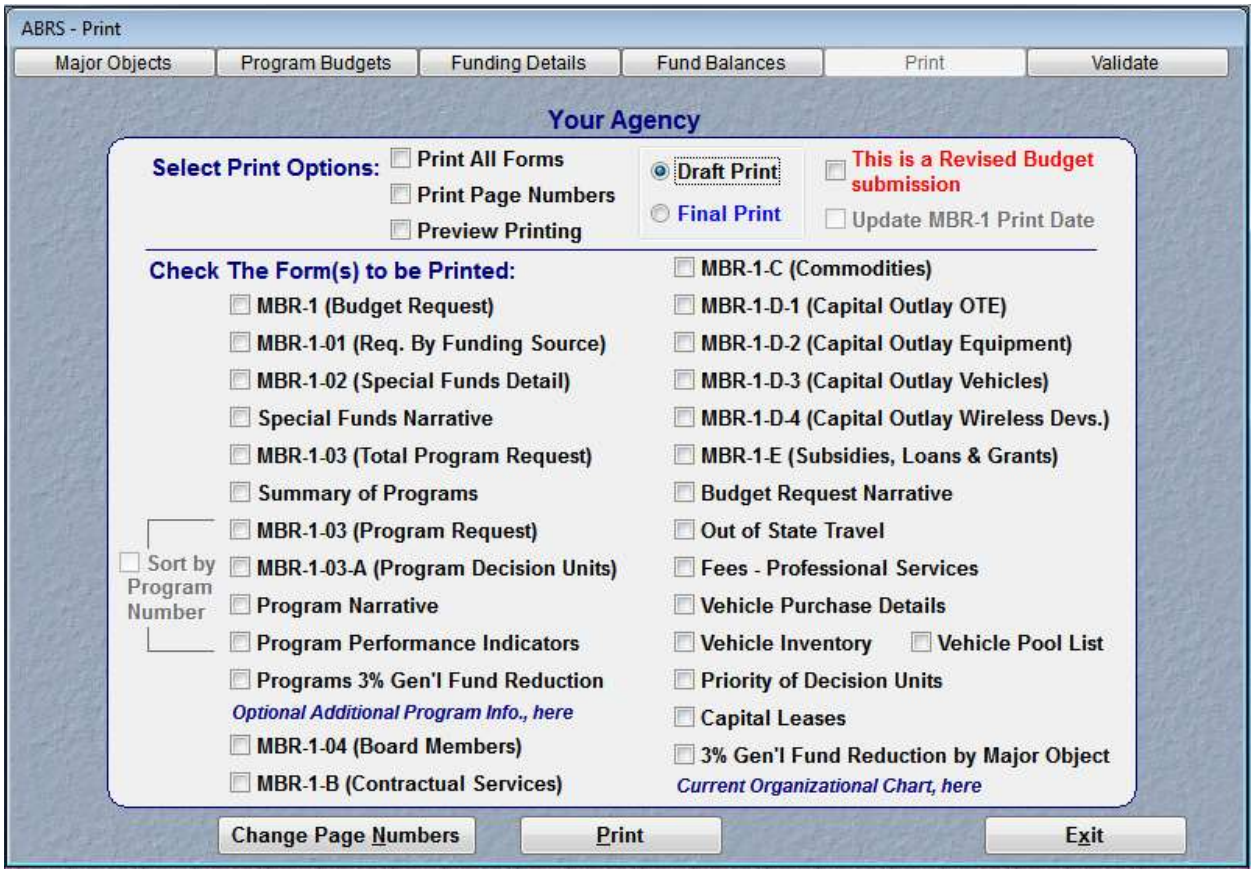


Each fiscal year/fund combination must match for each of the three sections. For example, the actual general funds fields must match for the *Major Object Funds*, *Program Budget Funds*, and *Funding Details* sections.

If the *Actual* amounts within fund columns do not match in all three categories, they will be marked with a red '**X**'. If the *Estimated* amounts within fund columns do not match in all three categories, they will be marked with a blue '**X**'. And if the *Requested* amounts within fund columns do not match in all three categories, they will be marked with a yellow '**X**'. ABRS cannot know which fund amount is correct or incorrect, but only that they are not identical. Use this screen in conjunction with the **Validation / Error Checking** screen to track down where numbers may not match on the **Major Object Fund Sources**, **Program Budgets**, and **Funding Details** data entry screens.

Printing

Check the box next to one or more individual form names to print those forms.



By default, the *Draft Print* option is pre-selected, and a “DRAFT” watermark will be printed at the top of each MBR form. Select the *Final Print* option to print your fully Validated (see **Validation**) budget packet that can be copied and submitted to LBO. This will print your forms without the "DRAFT" watermark, and it will fill in the date of your budget submission (see **Setup, Agency Name & Info.** screen).

When you select *Final Print*, the option to *Update MBR-1 Print Date* will be enabled and selected. You can uncheck this option if you are simply re-printing your forms. But if you are printing an updated budget submission, leave this option checked so that your official print date at the bottom of the MBR1 front page will be change to today’s date.

Click the *Print All Forms* option to print all the forms in one print session.

Click the *Preview Before Printing* option to see the requested form(s) in a preview window on your screen. Using the buttons in the *Print Preview* toolbar, you can send the form to the printer by clicking the printer icon, and you can close the preview window and return to the Print menu by clicking the arrow/door icon.

Click the *Print Page Numbers* button to print page numbers at the bottom of the forms. If this option is not checked, a small empty box is printed at the bottom of each form where you can manually write or type the page numbers.

Click the red *This is a Revised Budget Submission* option if you have previously submitted your budget to LBO for the current request year, and you are now submitting a revised or updated budget to LBO. This will tell your budget analyst to disregard your prior budget submission and replace all previous forms with these forms.

Sort By Program Numbers – if you print more than one of the program budget forms (*MBR-1-03*, *MBR-1-03-A*, *Program Narrative*, and *Program Performance Indicators*), then you will have the option of printing these forms sorted in order of the program budgets, instead of sorting by the forms. For example, sorting by program budgets will print each of the selected forms for the first program budget, then each of the select forms for the second program budget, etc. This will keep you from having to manually collate the forms grouped by program budgets.

NOTE: Each time you come to the **Print** screen, the option to sort by program numbers reverts to off – it is available only after you select more than one of the bracketed program budget forms.

NOTE: If you select any of the forms *MBR-1-03*, *MBR-1-03-A*, *Program Narrative*, or *Program Performance Indicators*, a window will display allowing you to select one or all program budgets to print.

Change Page Numbers – Click this button to go to the page number screen in order to specify a different page number for one or more forms.

Instructions are provided on the right side of this screen on how to set up page numbering, depending on whether or not you are inserting externally produced narrative pages (or some other longer lists, such as vehicle inventory) into your budget packet.

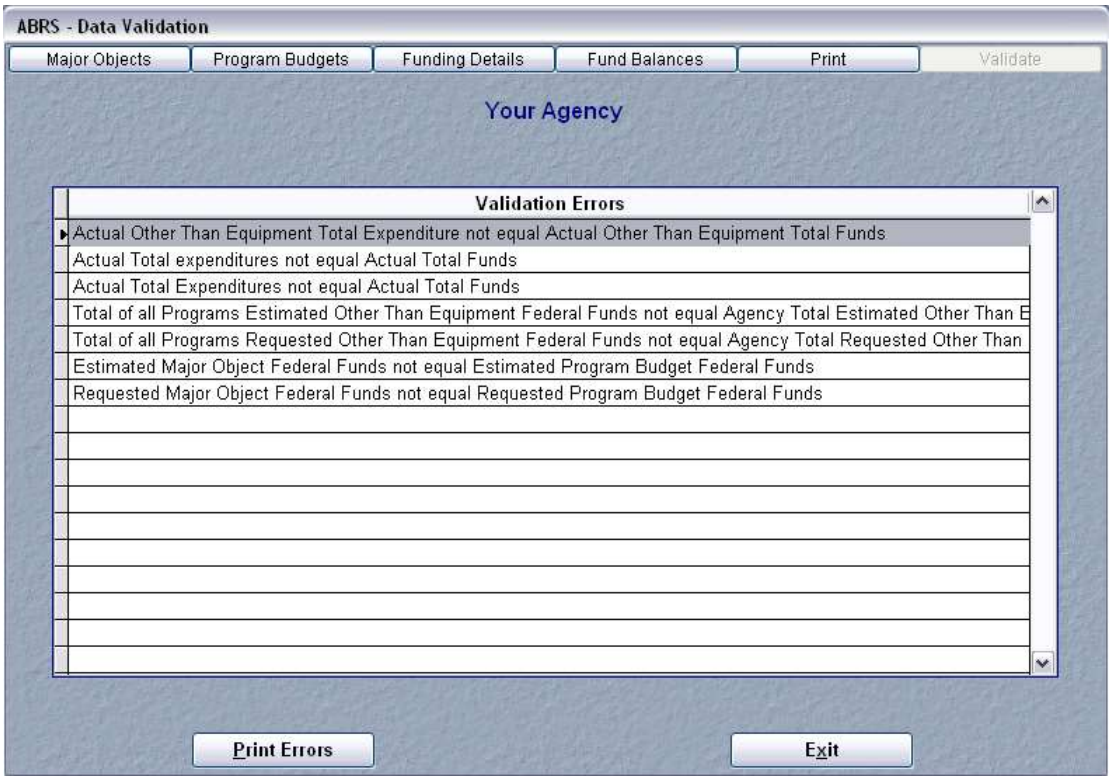
NOTE: If you turn on page numbering, two ABRS forms print in a landscape format, and the page number can only appear at the "bottom" of that page, which means that the page number will appear on the right side of the document when held in portrait position.

If you do not turn on page numbering, a box is printed at the bottom center of each form so you can write/type a page number.

NOTE: If you use the Sort by Program Numbers option combined with page numbering, ABRS will keep track of page numbers as pages are printed, even if you specify a new/different page number for one of the program budget forms.

Validation/Error Checking

The Validation screen checks for out-of-balance errors and tells you exactly where the problems are.

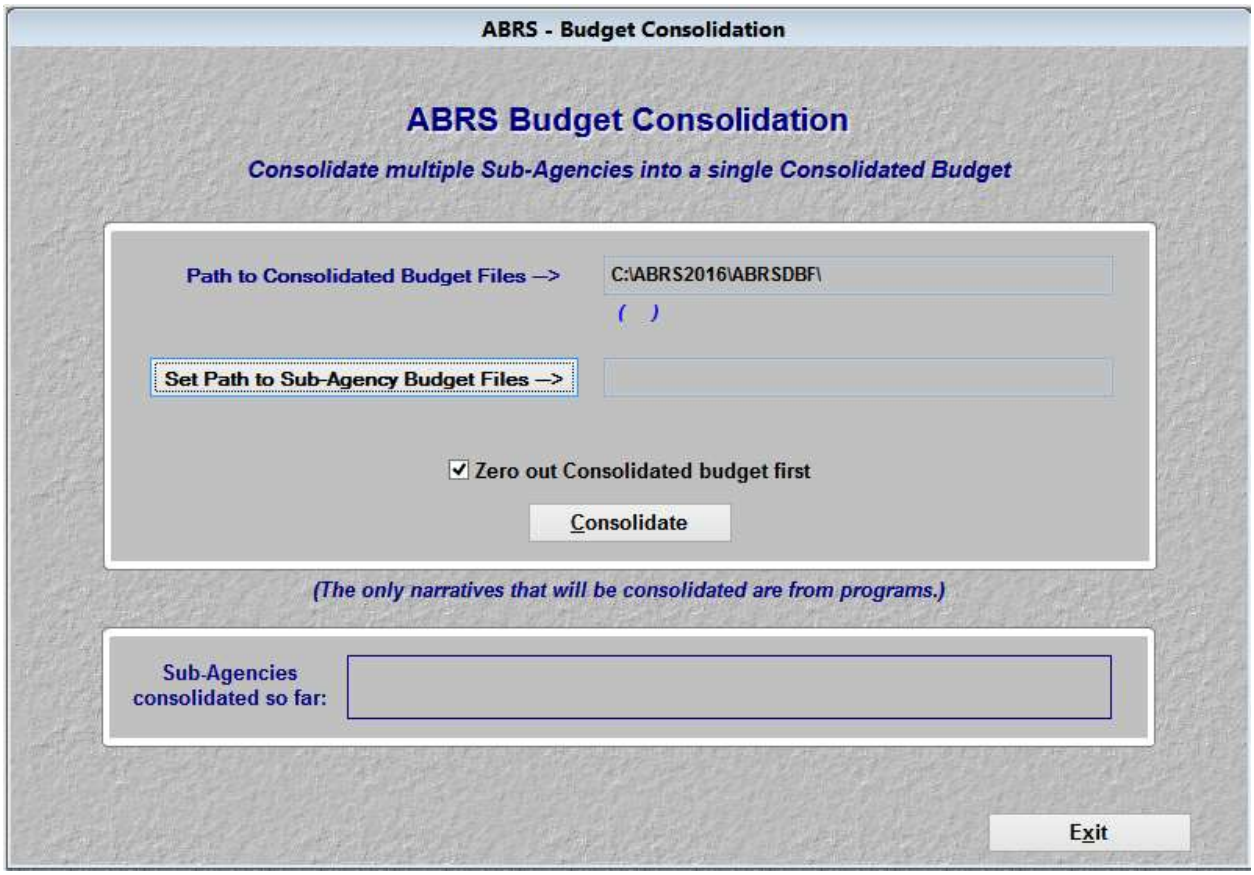


If any errors are listed each one must be resolved before ABRS will allow you to print your Final Print copy and to prepare the zip file to electronically submit your budget to LBO. Often, correcting one error will remove several error listings (for example, a funding source amount that is wrong will cause totals to be off in both major objects totals and program budget totals). Click the *Print Errors* button to print the list of errors to help you track down the individual errors.

When all errors have been resolved, this list will display “NO ERRORS FOUND IN BUDGET REQUEST FILES.”

Consolidating Budgets

This procedure is provided for agencies that must consolidate (cumulatively add up) multiple sub-agency budgets into a single “parent” budget. On the ABRS **Setup** screen click the *Consolidate Budgets* button.



Before consolidating, you must create a new folder on your computer or network to hold the consolidated (parent) budget data files. You can make a copy of, then rename, any one of the "ABRSDBF" data folders which contains the file “MBR1.DBF,” and then use the ABRS **Setup** screen to specify the name and number of the consolidated budget, and set this consolidated budget as the current budget open in ABRS (which is displayed in the field *Path to Consolidated Budget Files*).

The designated order of your program names is very important -- they must match the order approved by both LBO and DFA. ABRS will not re-order program names once sub-agencies have been consolidated into the parent budget. Therefore, you should go to the **Program Budgets** main screen of the consolidated parent budget to create "empty" program items for all the program budgets that will make up this consolidated budget, in the exact order you know they must be, being careful to spell the program names exactly as they should be. Do not enter any program amounts, just the names. All the sub-agency program budgets will then be consolidated into these program budgets, in this order, as the program names of the individual budgets match up with the program names of the consolidated budget.

The next step is to specify the path to a sub-agency budget. Click the button labeled *Set Path to Sub-Agency Budget Files*, and locate the desired folder containing the "MBR1.DBF" file. For the first budget being consolidated, make sure the option to *Zero out Consolidated Agency first* is checked. (This will clear out the parent data files before consolidating the first sub-agency.) Then click the *Consolidate* button and confirm the consolidation.

After the first sub-agency consolidation is performed, the file number of the sub-agency will be added to a list of “Sub-Agencies consolidated so far:”, and the *Zero Out*… option will be unchecked.

Click again on the button labeled *Set Path to Sub-Agency Budget Files* to locate the next sub-agency to consolidate. Do this process for as many sub-agencies as you need.

You are not required to consolidate every sub-agency all at one time (or in one long consolidation session). ABRS will keep track of the sub-agencies you have consolidated thus far, and each time you return to this screen, that list will be displayed at the bottom of the screen.

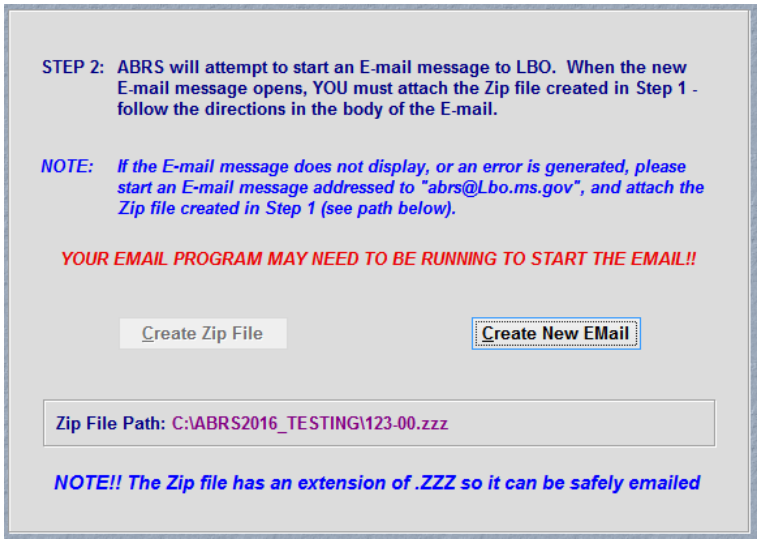
NOTE: If you make any changes to any sub-agency budgets that have already been consolidated, you will need to start the consolidation process over again. Be sure to check the option to *Zero Out Consolidated Agency first.* Each time you check this option, ABRS will wipe out the list in the field *Sub-Agencies consolidated so far*.

As the screen notes, the only narratives that will be brought in during the consolidation process are program narratives. Individual sub-agency budget narratives that are entered from the Major Objects summary screen will be ignored during consolidation.

Prepare and Email Zip File To LBO

After validating the budget and printing the *Final Copy* of the budget forms, you are ready to email the ABRS data files to LBO. **Note:** If you do not have access to email, check the *I have no Email* option, and ABRS will create the Zip file. You can manually deliver that Zip file to LBO on a CD or flash drive.

Click *Create Zip File* to create a compressed zip file containing your ABRS data files. When the Zip file has been created, the **Step 2** screen will then display. (**Note:** If you checked the *I have no Email* option, then you will not see the Step 2 screen.)

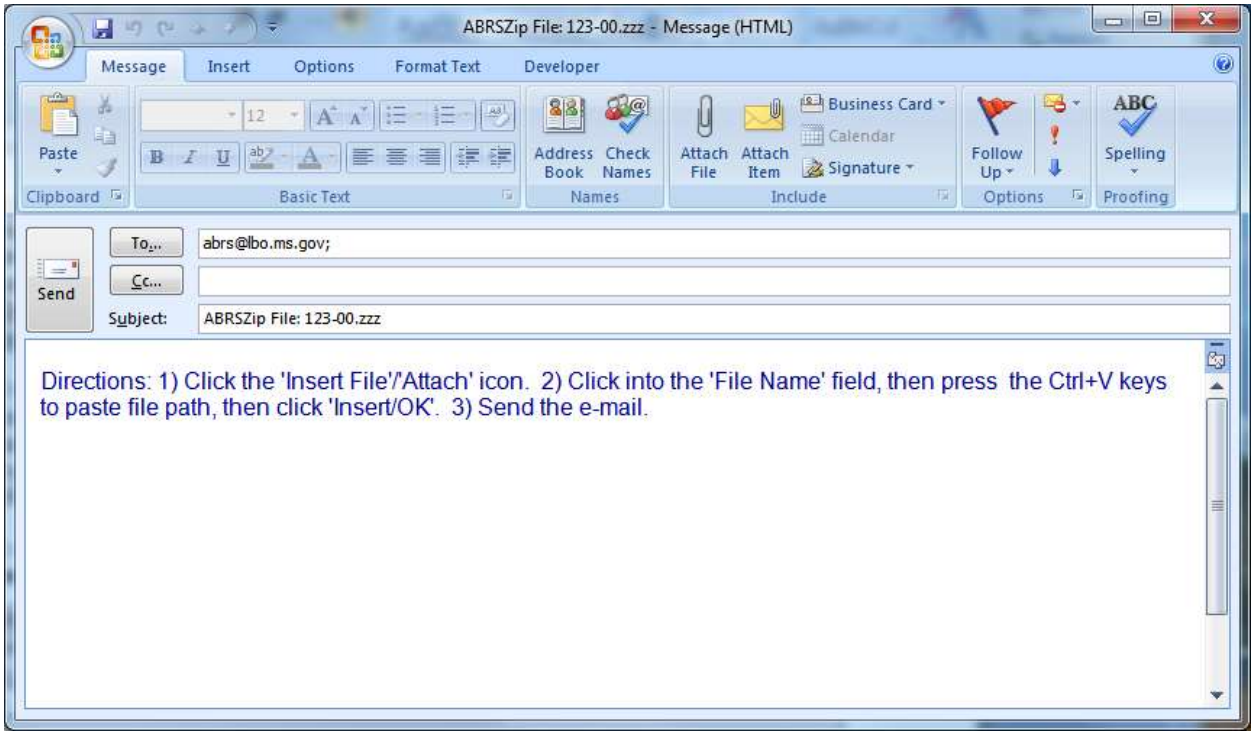


The location of the zip file that ABRS created displayed in purple text next to the label *Zip File Path*.

For **Step 2**, first make sure your email program is running and minimized. Click the button labeled *Create New Email* and ABRS will attempt to create an email using your email program. If ABRS is able to create the email, the ABRS email address at LBO will be placed in the *To:* address, and the name of the Zip file will be placed in the *Subject:* field. Do not change the **To:** or **Subject:** fields, or your email may not be delivered, or received and processed properly at LBO. (See the note at the bottom if ABRS is **not** able to start an email on your computer.)

ABRS is not able to attach the Zip file to the email message. Instructions will be placed in the body of the email telling you how to do that (see the *Message:* section in the sample screen below). Follow those instructions to attach the Zip file to the email, and all you will have to do is click your email program's send button. *If you do not attach the zip file, your budget data will not arrive at LBO with the email message.*

NOTE: The extension of the attached Zip file will be ".zzz" to get around many email servers blocking files with an extension of ".zip".



*(**Note:** This is a sample screen – your email window may look differently.)*

NOTE: If ABRS is NOT able to start an email on your computer, you will need to create and send your own email. In the *To:* field, type in the ABRS email address, **ABRS@Lbo.ms.gov**. In the *Subject:* field, type "ABRSZIP File:" plus the name of the zip file (for example, "ABRSZIP File: 123-00.zip"). You can leave the body empty. Attach the Zip file, which you can find at the location displayed in the purple text next to the label *Path to Zip File,* and then send the email to LBO.

ABRS Screens Map

ABRS Main Menu

Major Object *(corresponding Print Form)*

- Salary *(MBR-1)*
  - Personnel Data / Positions *(MBR-1)*
  - Funding Source (*MBR-1-01)*
- Travel *(MBR-1)*
  - Out of State *(Out of State Travel)*
  - Funding Source (*MBR-1-01)*
- Contractual *(MBR-1-B)*
  - A. Tuition, Rewards
  - B. Communications, Transportation, Utilities
  - C. Public Information
  - D. Rents
  - E. Repairs and Service
  - F. Fees
    - Expenses *(Fees, Professional and Other Services)*
  - G. Other Contractual Services
  - H. Data Processing
  - I. Other
  - Funding Source (*MBR-1-01)*
- Commodities *(MBR-1-C)*
  - A. Maintenance and Construction
  - B. Printing and Office
  - C. Equipment, Repair
  - D. Professional and Scientific
  - E. Other Supplies
  - Funding Source (*MBR-1-01)*
- Capital Other Than Equipment *(MBR-1-D-1)*
  - A. Land
  - B. Buildings and Improvements
  - C. Highways, Bridges, Other
  - D. Funding Source (*MBR-1-01)*
- Capital Equipment *(MBR-1-D-2)*
  - B. Road Machinery
  - C. Office Equipment
  - D. IT/IS Equipment
  - E. Equipment Lease Purchase *(Capital Leases)*
  - F. Other Equipment
  - Funding Source (*MBR-1-01)*
- Vehicles *(MBR-1-D-3)*
  - A. Passenger/Work Vehicles
    - Vehicle Request Details *(Vehicle Purchase Details)*
    - Vehicle Inventory *(Vehicle Inventory)*
    - Vehicle Pool List *(Vehicle Pool List)*
  - Funding Source (*MBR-1-01)*

Wireless Communication Devices *(MBR-1-D-4)*
A. Cellular Phones
B. Pagers
C. Wireless PDAs
Funding Source (*MBR-1-01)*
Subsidies (MBR-1-E)
A. Grants – Counties, Municipalities
B. Grants – IHL, Other
C. Grants – Non-Government Inst.
D. Debt Service
E. Other
Funding Source (*MBR-1-01)*
Major Object Funding Sources *(MBR-1-01)*
Narrative *(Budget Narrative)*

Program Budgets

Description / Objective *(Program Narrative)*
Actual *(MBR-1-03)*
Appropriated *(MBR-1-03)*
Escalations By DFA *(MBR-1-03)*
Non-Recurring Items *(MBR-1-03)*
Decision Units *(MBR-1-03-A)*
Details *(MBR-1-03-A)*
Total Request *(MBR-1-03 Total Program Request)*
3 Percent Reduction *(Program 3% General Fund Reduction)*
Performance Indicator Outputs, Efficiencies and Outputs *(Program Performance Indicators and Measures)*
Priority of Decision Units *(Priority of Decision Units)*

Funding Details *(MBR-1)*

State Support Special Funds Sources *(MBR-1-02)*
Federal Funds Sources *(MBR-1-02)*
Other Special Funds Sources *(MBR-1-02)*
Consolidate Funds
Treasury/Bank Accounts *(MBR-1-02),*
Special Funds Narrative *(Narrative of Special Funds Detail)*

Fund Balances

Print

Change Page Numbers

Setup

Agency Name & Information *(MBR-1)*
Board/Commission *(MBR-1-04)*
Rollover Previous FY
Consolidate Budgets

Validation / Error Checking

Prepare Zip File For LBO

Update ABRS

About ABRS